



# **LOS ANGELES COUNTY COMMISSION ON HIV**

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[www.hivcommission-la.info](http://www.hivcommission-la.info)

## **MEMBER DUTY STATEMENT**

**Seat: OFFICE OF AIDS PROGRAMS AND POLICY (OAPP)**  
**REPRESENTATIVE (*non-voting*)**

In order to be an effective, active member of the Commission on HIV, an individual must meet the following demands of Commission membership and constituency representation:

### **RESPONSIBILITY/ACCOUNTABILITY:**

#### ***General:***

- ① A thorough knowledge of the particular HIV/AIDS community, constituency and/or body that you are representing;
- ② A commitment to continually and consistently inform those bodies you represent of Commission and Commission-related activities and information.
- ③ Provide the perspective of your entity on matters before the Commission regardless of your personal viewpoint.
- ④ Cast your vote in a manner that is best for the entity County regardless of your entity's or your personal opinion.

#### ***Specific:***

- By County Charter, the seat is reserved for the Director/Acting Director of the Office of AIDS Programs and Policy (OAPP); is a formal member of the Commission's Executive Committee.
- Acts on his/her own/agency behalf, or assigns staff to engage in various Commission process and activities as defined by federal and state legislation, County charter, by-laws and Memorandum of Understanding (MOU).
- Serves as the Commission's primary authority on the administrative agency's role and function, duties and responsibilities in local Ryan White administration.
- Is a foremost authority on the local administration of Ryan White and other federal and state HIV funding in LA County.
- Acts a partner in the interpretation of Ryan White legislation, requirements, mandates and directives to local and other entities.
- Represents the planning council fairly, appropriately and without bias to the HRSA project officer and administration.
- Facilitates conversation between the planning council and the administrative agency, and with other entities in the Department of Public Health and the County, as appropriate.
- Represents the Commission's interests, as well as OAPP's, in forums in which the Commission's perspective is called upon and other Commission representatives are not present.

**PARTICIPATION:**

**General:**

- ① A willingness to fill a full two-year Commission term.
- ② Each year of the two-year term, the Commissioner is expected to attend\* and participate in, at a minimum, these activities:
  - One all-day Commission orientation (*first year only*) and assorted trainings throughout the year;
  - One half-day Board of Supervisors Executive Office orientation (*first year only*);
  - One half- to full-day Commission meeting once a month;
  - One two-hour to half-day Committee meeting once a month;
  - One or two full-day priority- and allocation-setting meetings;
  - One two-day, one-night Commission annual meeting in November;
  - Assorted voluntary workgroups, task forces and special meetings as required due to Committee assignment and for other Commission business.
- ③ A commitment to devote a minimum of ten hours per month to Commission/Committee attendance, preparation and other work as required by your membership on the body.
- ④ A pledge to:
  - respect the view of other regardless of their race, ethnicity, sexual orientation, HIV status or other factors;
  - abide by “Robert’s Rules of Order, Newly Revised”, the Ralph M. Brown Act, and the Commission’s Code of Conduct;
  - consider the view of others with an open mind;
  - actively and regularly participate in the ongoing decision-making process; and
  - support and promote decisions resolved and made by the Commission when representing the Commission.

**\*Stipulations:** *Failure to attend the required meetings may result in a Commissioner’s removal from the body.*

**Specific:**

- Provides regular updates and reports on administrative agency activities related to HIV, Ryan White and other related concerns.
- Provides prevention and clinical service data and information about HIV services in public health clinics, comprehensive health centers, and hospitals and contracted providers in ongoing reports and information exchange.
- Provide regular updates regarding disbursements, grant expenditures and revenues to ensure that grant funds are maximized and used as last resort.
- Is a source of information about policy and governmental initiatives at the County, State and federal levels.
- Actively participates and represents the OAPP perspective in planning, priority- and allocation-setting, and evaluation efforts and discussions.
- Discuss the administration of HIV/AIDS related contracts to support a comprehensive HIV/AIDS system of care, without delving into the specific nature of individual contracts with providers.
- Responsible for the provision of all cost, financing, utilization, program monitoring and other, related data to the Commission as requested and appropriate.

**KNOWLEDGE:**

***General:***

- ① A commitment to constantly develop, build and enhance knowledge about the following topics:
- general information about HIV/AIDS and its impact on the local community;
  - a comprehensive plan for delivery of CARE Act-funded services;
  - the Commission's annual priorities and allocations;
  - Ryan White CARE Act information and other information related to funding and service support.

***Specific:***

- Able to explain the LA County HIV continuum of care and service delivery system
- Strong understanding and compliance with the Commission's Comprehensive Care Plan and the Prevention Planning Committee's (PPC) HIV Community Prevention Plan.
- Thoroughly familiar with and aware of federal and state legislation and policy as it relates to HIV/AIDS, Ryan White and other appropriate issues and concerns.
- Expert on OAPP's care and prevention programs, services, contracts and initiatives designed to address the HIV/AIDS epidemic in LA County.
- Familiar with service utilization and demographic data related to OAPP-funded and HIV/AIDS service delivery in LA County.
- Able to articulate and explain current clinical and service trends in the County, State and Federally.
- Understands and can describe the County's health care and public health responses, and the roles and relationships of OAPP and HIV in those activities.